

## 610 - SAFETY

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### **Section 610.01 County Safety Standards**

All employees are required to meet the work safety standards established by Fort Bend County. The County maintains a safety program to provide a workplace that is safe and hazard free. The program's success requires cooperation in all safety matters, not only between managers and employees, but also between each employee and his or her fellow workers.

In order to provide a safety-conscious environment, the county has established a safety and health program that includes the following:

- A designated safety officer,
- Training of employees in sound safety practices,
- Worker's Compensation Insurance policy that covers all employees,
- Personal protective equipment and instructions for use and care,
- Established safety rules.

Employees are required to follow the directions of their supervisors and emergency personnel in any type of situation that may in any way endanger an employee or the public. This may include a request to evacuate a building, call 911, or other appropriate directives. Any directive provided by a supervisor or emergency personnel should be followed immediately, or the employee may be subject to disciplinary action up to and including termination.

Any safety concerns or suggestions an employee may have should be directed to a supervisor or the safety officer. If an employee is aware of any unsafe condition, they should report their concern to a manager immediately.

All accidents including those that do not involve serious injury, those involving customers and/or the public, and any accidents that may cause damage to any county property must be reported immediately to the employee's supervisor and/or the Risk Management Department. As a reminder, drug testing will occur after any on-the-job accident. It is only through full knowledge of every accident that the county can continue to provide a safe and healthy work environment for every employee.

### **Section 610.02 Alarm Response**

When directed to evacuate a county building, employees should evacuate in a safe, orderly manner. Do not use elevators unless directed to do so by fire safety personnel. Evacuate to a safe location away from the building, to gather for a head count. Do not return to the building until the local fire department has deemed the building to be safe.

All occupants are to evacuate the **William B. Travis Building** as specifically directed by the alarm system. The alarms will sound on the floor(s) of incident, and the floors immediately above and below the floor(s) of incident. Occupants on all other floors should not evacuate unless and until the alarm sounds on their floor, or they are

directed to evacuate by fire safety personnel or the bailiffs. **The bailiffs will oversee all evacuations of the Travis Building.**

Occupants of all other County office buildings are required to evacuate in a safe and orderly manner whenever an alarm is sounded, or when directed to do so by fire safety personnel.

Department Heads/Elected Officials should regularly review evacuation routes with employees, and should establish a safe point away from the building where employees should gather for a head count. **Employees are to assume there are no false alarms, and are expected to respond to each and every alarm as directed.**

**Section 610.03**  
**Violation of Standards**

Violations of any county safety standard shall be grounds for disciplinary action, up to and including, immediate termination.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
July 20, 1993  
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